

Sample Form for Declaration of Interest

(For School Manager)

Extracted from Best Practice Checklist: Governance and Internal Control in Schools

To: **Management Committee of XXX School**

I hereby declare that:

- I have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as a manager of the Management Committee of XXX School.

- I have pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties as a manager of the Management Committee of XXX School. The particulars of such matter are stated below:-

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration if so required by the Management Committee of XXX School.

Signature : _____

Name : _____

Date : _____

Note:

(a) Please put a "✓" in the appropriate box

(b) Please continue on supplementary sheet if necessary